

20 Survival Ideas for No Aide Schools
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1. Don't use date due cards in the back of the book.
2. Don't use pockets.
3. If not possible, have students do clerical tasks. Collect date due cards. Pass out date due cards.
4. For ES, collect books in the morning before school starts. Have a wagon where students collect the books for you. Run the overdues before the classes come in.
5. Always buy processing from vendors. Make sure that they have the right specs on file so that you don't have to change any call numbers yourself.
6. If ordering processing isn't possible, download records from another library catalog. If the exact record isn't available, find a record close to what you need and change the appropriate fields. Make sure you change the 010 (LC number), and the 020 (ISBN number).
7. Use Titlewise/Titlewave or another online service for analyzing your catalog and ordering books.
8. If you are really busy, don't reselve the popular books every day. Put them on a cart that has a sign "Popular Books." Book talk the fact that students might want to find their book from that cart.
9. Ask teachers to suggest books to weed from their subject specialty.
10. Weed one shelf a day. A weeded library is easier to keep in good order.
11. Run overdues every other week instead of every week.
12. Do partial inventories instead of full. Utilize conference days or Regents week to do so instead of at the end of the year.
13. Use last name of patron instead of barcode lists when loaning books.
14. Have the computer give students an extra week for loan period. Don't tell the students. That way, you won't have as many overdue notices, and you won't have to override as often.
15. Have faculty suggest books to order to support their curriculum. They are the subject experts!
16. Use parent volunteers for shelving and keeping shelves in order.
17. Have guest story readers periodically. Moms love to read to classes!
18. Use lots of signage to help patrons find their books more efficiently.
19. For popular series books, have signs with the call numbers of the series.
20. Truncate dewey numbers when possible. ES: no more than 2 digits past the decimal.